

**Department of Tourism IX Annual Procurement Plan for FY 2015**

Code (PAP)	Procurement Program/Project	PMO/End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (PhP)			Remarks (brief description of Program/Project)
				Ads/Post of IB/REI	Sub/Open of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	General Administration & Support Services									4,200,000.00		
	RD's Office											
	Discretionary Funds	GASS	Canvass/Shopping	January -December 2015	January -December 2015	January -December 2015		MDS				
	Foreign & Domestic Travels (BIMP-EAGA, attendance to RD's Meetings)	GASS	Direct Contracting	January -December 2015	January -December 2015	January -December 2015		MDS				
	RD's Trainings (CES Board, etc.)	GASS	Direct Contracting	March, April & June 2015	March, April & June 2015	March, April & June 2015		MDS				
	Maintenance & Upkeep of Office Environs & Equipment											
	Office Space (Rental)	GASS	Direct Contracting	January -December 2015	January -December 2015	January -December 2015		MDS				
	Provision of security	GASS	Direct Contracting	January -December 2016	January -December 2015	January -December 2015		MDS				
	Routine Maintenance	GASS	Canvass/Shopping	January -December 2016	January -December 2015	January -December 2015		MDS				
	Registration of Vehicles	GASS	Direct Contracting	January & August 2015	January & August 2015	January & August 2015		MDS				
	Personnel Management & Development											
	Fidelity Bonding	GASS	Direct Contracting	January, & June 2015	January, & June 2015	January, & June 2015		MDS				
	Physical and Psycho-social activities (once per sem)	GASS	Canvass/Shopping	March, April & August 2015	March, April & August 2015	March, April & August 2015		MDS				
	Knowledge Management Activities											
	Benchmarking Tours	GASS	Canvass/Shopping	May & November 2015	May & November 2015	May & November 2015		MDS				
	Staff Updates (during Staff meetings)	GASS	Canvass/Shopping	January -December 2015	January -December 2015	January -December 2015		MDS				
	Staff Development Trainings	GASS	Canvass/Shopping	January -December 2015	January -December 2015	January -December 2015		MDS				
	Support Services									166,000.00		
	Communication services/facilities & other utilities (tel, gasoline, water, courier etc.)	GASS	Direct Contracting	January -December 2015				MDS				
	Supplies Procurement	GASS	Philgeps/Canvass/Shopping	2nd month of each quarter	2nd month of each quarter	2nd month of each quarter		MDS				
	Auditing Service	GASS	Canvass/Shopping	January -December 2015	January -December 2015	January -December 2015		MDS				
	Salary of JO	GASS	Direct Contracting	January -December 2015	January -December 2015	January -December 2015		MDS				
	MFO 1 - Tourism Advisory Services											
	Planning Section									1,154,000.00		
	Tourism Product Development											
	Tour Packaging Workshop	TPD	Canvass/Shopping	Februray 2015	Februray 2015	Februray 2015		MDS				
	Community-Based Tourism	TPD						MDS				
	Sta. Cruz Island	TPD	Direct Contracting	January, February & June 2015	January, February & June 2015	January, February & June 2015		MDS				
	Roadside Station	TPD	Direct Contracting	Jan, Feb, May, Jun, Jul, Aug, Sep, & Oct. 2015	Jan, Feb, May, Jun, Jul, Aug, Sep, & Oct. 2015	Jan, Feb, May, Jun, Jul, Aug, Sep, & Oct. 2015		MDS				
	Sindangan Memorial	TPD	Canvass/Shopping	January, February, April, & August 2015	January, February, April, & August 2015	January, February, April, & August 2015		MDS				
	Capability Building Trainings											
	Tourism Awareness, CBT Trainings & GAD	TPD	Canvass/Shopping	January -December 2015	January -December 2015	January -December 2015		MDS				
	Orientation Seminars (Tourism Club Students)	TPD	Canvass/Shopping	March 2015	March 2015	March 2015		MDS				
	BTST	TPD	Canvass/Shopping	January 2015	January 2015	January 2015		MDS				
	Conduct of In-house Planning Workshop	TPD	Canvass/Shopping	January, February, April, July and October 2015	January, February, April, July and October 2015	January, February, April, July and October 2015		MDS				
	Attendance to Conferences (Planning, GAD, etc.)											
	(DOT-DPWH Convergence, GAD, RYAC etc.)	TPD	Canvass/Shopping	January, March & September 2015	January, March & September 2015	January, March & September 2015		MDS				
	Salary of JO	TPD	Canvass/Shopping	January 2015	January 2015	January 2015		MDS				



Joint Regional Accredited Team and Tourism Officers Assessment	TSR	Canvassing/Shopping	Dec 5 2015	Dec 5 2015	Dec 5 2015	MDS			
Tourist Entry Points Assessment	TSR	Canvassing/Shopping	Sep 15-30	Sep 15-30	Sep 15-30	MDS			
Accreditation Billboard	TSR	Canvassing/Shopping	Sep-15	Sep-15	Sep-15	MDS			
Tokens & Giveaways									
Tourism Founding Anniversary	TSR	Canvassing/Shopping	Apr-15	Apr-15	Apr-15	MDS			
Tourism Week Celebration	TSR	Canvassing/Shopping	Sep-15	Sep-15	Sep-15	MDS			
Christmas Season	TSR	Canvassing/Shopping	November 2015	November 2015	November 2015	MDS			
Salary of JO - Charles Rotoni	TSR	Canvassing/Shopping	January -December 2015	January -December 2015	January -December 2015	MDS			

Prepared by:

  
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Approved by:

  
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